

Application Form for Port Campus Access

Please note: Access is valid for one year from date of issue or to the appointment date if it comes sooner.

-If all requirements are complete, allow 48 hours for processing application. You may pick up your card from the Security desk after this period.

-You must have your NSCAD photo ID in order to pick up your card. (NO exceptions)

- Please be advised there is a \$20 fee for a replacement card or if you do not return the card at the end of your de-activation date.

1. Name (Last, First): _____

2. Phone Number: _____ E-mail: _____ Course or Dept. _____

3. Employee or Student ID Number: _____ Signature _____

*NSCAD ID Number is a **mandatory requirement** you will **not** be provided with an access card without one.

4. **Instructor or Technicians Signature: Print** _____

Sign _____

Authorization for access to individual shops/labs/rooms which have electronic card access must be arranged with the Technician or faculty from that department.

For Office Use Only

NSCAD Security Authorization: _____ **Date:** _____

Proximity Card Activated on (Date): _____ **Expires on Date:** _____

Any personal information collected on this form will be used to provide you with access. Should it become necessary to contact you with respect to the use or availability of our services, we will use the personal information on this form to do so. We will not use your personal information for any other purpose. By applying for access you are consenting to the use of your personal information for this purpose. We will retain a copy of your personal information in a secure area for as long as you require access.

**Please return your signed form to Facilities Management
or the Port Campus Security Desk**